

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Joyce Ealy, Chairman

**TIME:** Thursday, June 9, 2011 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report
5. General Fund Budget Amendments
  - A. 2010-11 Revenue Adjustments
  - B. County Attorney
  - C. Election Commission (2)
  - D. Information Technology & GIS
  - E. General Sessions Court
  - F. Juvenile Court
  - G. Sheriff's Department & Jail (7)
  - H. 2011 COPS Grant Application for Sheriff's Department
  - I. Correctional Work Center (3)
  - J. County Fire Department
  - K. Emergency Management
  - L. Pet Adoption & Welfare Services (3)
  - M. Storm Water
  - N. Miscellaneous
  - O. Unemployment Compensation
  - P. Employee Insurance
  - Q. Gasoline
  - R. Drug Court
6. Ambulance Service Fund Budget Amendments
  - A. 2010-11 Revenue Adjustments
  - B. Budget Amendments (3)
7. Solid Waste/Sanitation Fund Budget Amendments
  - A. 2010-11 Revenue Adjustments
  - B. Budget Amendments (3)
8. Drug Control Fund Budget Amendments
  - A. 2010-11 Revenue Adjustments
9. Highway Fund Budget Amendments
  - A. 2010-11 Revenue Adjustments
  - B. Budget Amendments (2)
10. General Purpose School Fund Budget Amendments
11. Debt Service Fund Budget Amendments
12. Two-Year Contract with Tennessee Department of Environment and Conservation for the Provision of Emission Test Compliance Enforcement
13. License Agreement with Tennessee Department of Environment and Conservation for Office Space Located at No. One South Public Square
14. Resolution Authorizing the Issuance of an Interfund Capital Outlay Note Not Exceeding \$15,000,000
15. Resolution to Adopt the Strategic Economic Development Plan Regarding the Three-Star Program
16. Resolution to Affirm Compliance with Federal Title VI Regulations

17. Other Business

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**To also include items that may be forwarded by Public Works  
Committee or any other committee after agenda is mailed.**

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cc: Commissioners  
Ernest Burgess  
Jim Cope  
Teb Batey  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the May 31, 2011 Budget Committee minutes will be presented for approval.
2. The County Trustee will be presenting the monthly Investment Report
3. The Finance Director will be presenting the Fund Condition Report for the month ending May 31, 2011.
4. The Insurance Director will be presenting the monthly Insurance Financial Report
5. **General Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2010-11 General Fund revenue according to the approximate actual to be received.
- B. The County Attorney will be requesting approval of the following budget amendment to provide sufficient funds for the rest of the fiscal year. The shortage resulted from the payment of accumulated leave for an employee who left:

From:	101-39000 – Unassigned Fund Balance -	\$5,005
To:	101-51400-161 – Secretary -	\$3,350
	101-51400-187 – Overtime Pay -	810
	101-51400-201 – Social Security -	260
	101-51400-204 – State Retirement -	525
	101-51400-212 – Employer Medicare -	60

- C. The Election Registrar will be requesting approval of the following budget transfers to provide adequate funding for Postal Charges and Travel to complete the Fiscal Year using available funds in the Election Workers Account:

From:	101-51500-193 – Election Workers -	\$3,000
To:	101-51500-348 – Postal Charges -	\$2,000
	101-51500-355 – Travel -	1,000

The Election Registrar will also be requesting approval of the following budget amendment to provide funding to purchase a new copier using available funds in the County Official Account:

From:	101-51500-101 – County Official/Administrative -	\$7,890
To:	101-51500-719 – Office Equipment -	\$7,890

- D. The Information Technology Director will be requesting approval of the following budget amendments to provide additional funding for the Communications Account due to redundant internet circuits during the changeover and to utilize available funds in the GIS budget to provide additional funding for the OIT Data Processing Services Account due to an increase in unanticipated needs, primarily communication/phone system related for various county departments:

From:	101-52600-709 – OIT/Data Processing Equipment -	\$7,500
To:	101-52600-307 – OIT/Communications -	\$7,500

From:	101-51760-317 – GIS/Data Processing Services -	\$10,500
	101-51760-334 – GIS/Maintenance Agreements -	21,000
	101-51760-709 – GIS/Data Processing Equipment -	10,000

To:	101-52600-317 – OIT/Data Processing Services -	\$41,500
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- E. The General Sessions Court will be requesting approval of the following budget transfer to provide adequate funding for the Court Officers Account for the remainder of the Fiscal Year. The account will be short due to turnover:

Explanation of Agenda Items (cont'd)

From: 101-53300-189 – Other Salaries/Wages -	\$1,256
To: 101-53300-106 – Deputies -	\$1,256

- F. Approval will be requested for the following budget transfer to provide adequate funding for the Deputy's Account. A court officer left employment, and the replacement worked at the same time for a period of time causing the account to be short:

From: 101-53500-320 – Dues & Memberships -	\$ 38
To: 101-53500-106 – Deputies -	\$ 32
101-53500-201 – Social Security -	2
101-53500-204 – State Retirement -	4

- G. The Sheriff's Department will be requesting approval of the following budget amendments to use a portion of the proceeds received by the county from the State's purchase of road easement in front of the Sheriff's property to pay for the paving of a road on their site:

Increase Revenue: 101-44540 – Sale of Property -	\$36,200
Increase Expend.: 101-54110-724 – Site Development -	\$12,000
Increase Unassigned Fund Balance: 101-39000 -	\$24,200

The Sheriff's Department will also be requesting approval of the following budget amendment to provide funding for the payment of comp. time balances. It is anticipated that all of the funds allocated for Dr. Rudd's contract will not be spent:

From: 101-54210-399 – Jail/Other Contracted Services -	\$28,910
To: 101-54210-187 – Jail/Overtime Pay -	\$24,000
101-54210-201 – Social Security -	1,490
101-54210-204 – State Retirement -	3,070
101-54210-212 – Employer Medicare -	350

The Sheriff's Department will be requesting approval of the following budget amendments to transfer \$100 within the budget to pay for storage rental for the remainder of the Fiscal Year; to transfer \$15,000 within the budget for food expenses; to recognize revenue received from the Nashville Speedway to be used for the Explorer's account; and to transfer \$20,000 within the budget to cover uniform expenses and vehicle parts for the remainder of the Fiscal Year:

From: 101-54110-336 – Sheriff/Maint./Repair Equipment -	\$ 100
To: 101-54110-351 – Sheriff/Rentals -	\$ 100
From: 101-54210-399 – Other Contracted Services -	\$15,000
To: 101-54210-422 – Food Supplies -	\$15,000
Increase Revenue: 101-44570 – Contributions/Gifts -	\$ 1,000
Increase Expend.: 101-54110-399 – Other Contracted Svc. -	\$ 1,000
From: 101-54110-338 – Sheriff/Maint./Repair Vehicles -	\$20,000
To: 101-54110-451 – Uniforms -	\$15,000
101-54110-453 – Vehicle Parts -	5,000

## Explanation of Agenda Items (cont'd)

The Sheriff's Department will be requesting approval of the following budget amendment to provide sufficient funding for the Maintenance Personnel Account to complete the Fiscal Year:

From: 101-54210-189 – Other Salaries/Wages -	\$ 90
To: 101-54210-167 – Maintenance Personnel -	\$ 90

- H. The Sheriff's Department will be requesting approval to apply for the 2011 COPS Grant for ten patrol officers at \$463,758.14. The grant is 100% Federally funded for three years with a requirement that Rutherford County keep the officers a fourth year at its 100% cost. If any officer is hired above the entry level then Rutherford County would have to pay the difference in salary. The total non-recurring cost would be \$452,110, which is for basic equipment, TLETA Academy, patrol unit and in-car camera. These would be county expenses the first year and are not currently appropriated in the budget.
- I. The Correctional Work Center Superintendent will be requesting approval of the following budget transfer to provide sufficient funding for the Utilities Account to complete the Fiscal Year:

From: 101-39000 – Unassigned Fund Balance -	\$25,000
To: 101-54220-452 – Utilities -	\$25,000

The Correctional Work Center Superintendent will be requesting approval of the following budget transfers to provide adequate funding for the Captain's Account and the Lieutenant's Account to complete the Fiscal Year. When the budget was adopted, the Captain's Account was vacant. The position was filled within with an employee who had more experience. The Lieutenant's Account will be short due to paying the accumulated leave for an employee who has left:

From: 101-54220-160 – Guards -	\$ 3,792
To: 101-54220-109 – Captain -	\$ 1,988
101-54220-110 – Lieutenant -	1,804

- J. The County Fire Chief will be requesting approval of the following budget transfers to provide sufficient funds for gasoline for the remainder of the Fiscal Year:

From: 101-54320-412 – Diesel Fuel -	\$ 2,200
101-58900-425 – Miscellaneous/Gasoline -	1,800
To: 101-54320-425 – Fire Dept./Gasoline -	\$ 4,000

- K. The Emergency Management Department will be requesting approval of the following budget transfer to provide adequate funding for the Communications Account to complete the Fiscal year:

From: 101-54430-355 – Travel -	\$ 1,000
101-54430-411 – Data Processing Supplies -	1,000
To: 101-54430-307 – Communications -	\$ 2,000

- L. The PAWS Director will be requesting approval of the following budget amendments to provide additional funding for Overtime Pay. Due to vacancies, more overtime has been used. The amendment also provides funding to pay the accumulated compensatory time for employees who have left employment. Money is available in the Attendants Account due to vacancies. Money is

## Explanation of Agenda Items (cont'd)

available in the Other Salaries and Wages Account, because the veterinarian was not hired until late in the year:

From: 101-55120-164 – Attendants -	\$ 8,600
101-55120-189 – Other Salaries/Wages -	7,000
To: 101-55120-187 – Overtime Pay -	\$15,600

The PAWS Director will be requesting approval of the following budget amendment to provide adequate funding to pay the accumulated annual leave for an employee who is terminating:

From: 101-55120-189 – Other Salaries/Wages -	\$ 2,280
To: 101-55120-105 – Supervisor -	\$ 2,280

The PAWS Director will be requesting approval of the following budget transfers to provide adequate funding for Communications, Veterinary Services, and Utilities to complete the Fiscal Year:

From: 101-55120-205 – Employee Insurance -	\$ 11,200
To: 101-55120-307 – Communications -	\$ 1,000
101-55120-357 – Veterinary Services -	1,500
101-55120-452 – Utilities -	8,700

- M. The County Engineer will be requesting approval of the following budget transfers for the Storm Water Department. The Trimble unit that is used in stream surveys is broken. They will try to get it repaired. Mr. Corbitt would like funds available to purchase a Yuma handheld survey machine. Equipment is needed this summer for stream survey work:

From: 101-58700-348 – Postal Charges -	\$ 1,000
101-57800-411 – Data Processing Supplies -	650
101-57800-435 – Office Supplies -	600
101-57800-196 – In-Service Training -	800
101-57800-307 – Communications -	1,000
101-57800-355 – Travel -	350
To: 101-57800-499 – Other Supplies/Materials -	\$ 4,400

- N. The County Mayor will be requesting approval of the following budget transfer to provide adequate funding to pay the maintenance agreements for postage meters located in the Courthouse and in the County Office Building on Maple Street. Last year's maintenance agreement was not paid until the current year. The maintenance agreements for the current year have now been received, so funding is needed for the 2009-10 maintenance agreement and the 2010-11 maintenance agreement:

From: 101-58900-502 – Building & Contents Insurance -	\$5,710
To: 101-58900-334 – Maintenance Agreements -	\$5,710

- O. The Finance Director will be requesting approval of the following budget amendment to provide adequate funding for Unemployment Compensation to complete the Fiscal Year:

From: 101-39000 – Unassigned Fund Balance -	\$6,600
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Explanation of Agenda Items (cont'd)

To: 101-51600-210 – Register of Deeds/Unemployment - \$4,500  
101-54220-210 – Correctional Work Center/Unemp. - 1,500  
101-55120-210 – PAWS/Unemployment - 600

- P. The Finance Director will be requesting approval of the following budget amendments to provide adequate funding for employee insurance to complete the Fiscal Year for Juvenile Court and the Sheriff's Department:

From: 101-58600-205 – Employee Benefits/Employee Ins. - \$1,877

To: 101-53500-205 – Juvenile Court/Employee Insurance - \$1,377  
101-54110-205 – Sheriff's Dept./Employee Insurance - \$ 500

- Q. The Finance Director will be requesting approval of the following budget amendment to provide additional funding for gasoline accounts for the County Buildings, Reappraisal, and OIT to complete the Fiscal Year:

From: 101-58900-425 – Miscellaneous/Gasoline - \$2,700

To: 101-51800-425 – County Buildings/Gasoline - \$1,500  
101-52310-425 – Reappraisal Gasoline - 500  
101-52600-425 – OIT/Gasoline - 700

- R. The Drug Court Coordinator will possibly be requesting approval of a budget amendment for drug screens; however, the amendment was not available at the time of this mailing.

6. **Ambulance Service Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2010-11 revenue for the Ambulance Service Fund to the approximate actual to be received.

- B. The Ambulance Service will be requesting approval of the following budget amendments to recognize additional revenue from patient charges, and to appropriate the additional revenue for refunds. They will also be requesting to transfer \$20,000 from the Supervisor/Director payroll to Overtime Pay:

Increase Revenue: 118-43120 – Patient Charges - \$17,000  
Increase Expend.: 118-55130-509 – Refunds - \$17,000

From: 118-55130-105 – Supervisor/Director - \$20,000  
To: 118-55130-187 – Overtime Pay - \$20,000

The Ambulance Service received a check from HCA/Stonecrest last June to fund the Paramedic Scholarship Program. They will be requesting approval to transfer the funds from the ending fund balance to In-Service/Staff Development:

From: 118-34730 – Assigned for Public Health & Welfare - \$ 6,000  
To: 118-55130-524 – In-Service/Staff Development - \$ 6,000

7. **Solid Waste/Sanitation Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2010-11 revenue for the Solid Waste Fund to the approximate actual to be received.
- B. The Solid Waste Director will be requesting approval of the following budget amendments to provide sufficient funding to complete the Fiscal Year for utilities, maintenance & repair of vehicles, postclosure, disposal fees, gasoline, diesel fuel,

## Explanation of Agenda Items (cont'd)

and to recognize additional revenue to be received from the Waste Tire Grant and to appropriate the additional revenue for tire disposal fees:

From: 116-55732-733 – Convenience Centers/SW Equip. - \$40,000  
116-55732-402 – Asphalt - 2,200

To: 116-55732-452 – Utilities - \$ 3,200  
116-55732-338 – Maint./Repair Vehicles - 10,000  
116-55732-425 – Gasoline - 2,000  
116-55732-412 – Diesel Fuel - 27,000

From: 116-55770-312 – Postclosure/Contracts w/Private Ag. - \$25,000  
To: 116-55770-359 – Disposal Fees - \$25,000

Increase Revenue: 116-46990 – Other State Revenue - \$25,000  
Increase Expend.: 116-55754-359 – Landfill/Disposal Fee - \$25,000

### 8. **Drug Control Fund Amendments:**

- A. The Finance Director will be requesting approval of budget amendments to adjust the 2010-11 revenue for the Drug Control Fund to the approximate actual to be received.

### 9. **Highway Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of budget amendments to adjust the 2010-11 revenue for the Highway Fund to the approximate actual to be received.
- B. The Highway Superintendent will be requesting approval of the following budget amendment to provide funding to make a transfer to the Self-Insurance Fund for a liability claim:

From: 131-61000-602 – Building & Contents Insurance - \$ 3,925  
131-61000-506 – Liability Insurance - 35,930  
131-68000-714 – Highway Equipment - 55,000

To: 131-61000-505 – Judgments - \$94,855

The Highway Superintendent will be requesting approval of the following budget amendment to provide additional funding for employee insurance due to the change in status by employees:

From: 131-65000-790 – Other Equipment - \$ 4,460  
To: 131-65000-205 – Employee Insurance - \$ 4,460

10. The Director of Schools will be requesting approval of budget amendments for classified staff, certified staff, employee insurance, Adult Education Grant, Central Magnet School Startup Funds, substitute teachers, miscellaneous revenues and expenditure cleanup, revenue adjustments and expenditure adjustments, amendments within major functions, Central Cafeteria Fund budget amendment, and major capital repairs budget amendment.

### 11. **Debt Service Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2010-11 Debt Service Fund revenue to the approximate actual to be received.

12. The County Mayor will be requesting approval of a two-year contract with the Tennessee Department of Environment and Conservation in the amount of \$60,000 for each year for the provision of emission test compliance enforcement.



## Explanation of Agenda Items (cont'd)

13. The County Mayor will be requesting approval of a License Agreement with the Tennessee Department of Environment and Conservation to provide the State with approximately 1,560 square feet of office and related space at #1 South Public Square, Room 215. The term of the Agreement shall be from July 1, 2011 through June 30, 2012. The State shall make payment in arrears on the last day of the payment period in the amount of \$625 per month.
14. The Finance Director will be requesting approval of a Resolution authorizing the issuance of interfund Capital Outlay Notes not exceeding \$15,000,000.
15. The County Mayor will be requesting approval of a Resolution to adopt the Strategic Economic Development Plan relative to the Three-Star Program.
16. The County Mayor will be requesting approval of a Resolution to Affirm Compliance with Federal Title VI Regulations relative to the Three-Star Program.
17. Other Business